

REQUEST FOR "PARTIAL OCCUPANCY"

Address:

Building Permit No.:

Date of Request:

Description of why this request is being made and description of areas to be occupied: **(A floor plan of the building in question must be submitted with this request detailing the area(s) that are being requested to be occupied. Room names and numbers identified on the plan must be included in this description or described on an attachment. All areas requested to be occupied must be highlighted):**

We, the undersigned, agree to and acknowledge the following conditions:

- Acknowledgement that any sprinkler system/smoke detection system/alarm system, etc. is operative and that this has been verified by the Fire Prevention Inspector or the engineer responsible for the design.
- Acknowledgement that it is clearly understood that the "unauthorized" areas cannot be occupied (occupied is defined by the State Building Code as follows: "As applied to a building, shall be construed as though followed by the words 'or intended', arranged or designed to be occupied", and the Durham City-County Inspections Department views the presence of furniture, stock, etc. as occupancy).
- Acknowledgement that the areas being requested for occupancy have had all applicable final inspections approved (Building, Electrical, Mechanical, Plumbing, Engineering Right-of-Way and Fire Prevention). Also, the Impact Fee (if required) must be paid and the landscaping complete or an approved landscaping relief letter on file in the City/County Planning Department.

- Acknowledgement that it is clearly understood that a final Certificate of Compliance cannot be issued for the complete project until all applicable trades (Building, Electrical, Mechanical and Plumbing) have conducted and approved all of their respective final inspections, and all required landscaping/site conditions and all Engineering Right-of-Way inspections (if required) have been approved.
- Acknowledgement that it is clearly understood that this requested occupancy cannot occur until a copy of this request, signed by all of the Chief Inspectors or their representatives, is in hand.

General Contractor _____ Owner/Tenant _____

Departmental:

*Chief Building Inspector _____ Date _____

Chief Electrical Inspector _____ Date _____

Chief Mechanical Inspector _____ Date _____

Chief Plumbing Inspector _____ Date _____

Fire Prevention _____ Date _____

Engineering _____ Date _____

Impact Fee Paid _____ Date _____

*The Chief Building Inspector will assure that a separate entry is made in the final sign-off book for this partial occupancy request.

**NOTE: THIS FORM IS FOR ADMINISTRATIVE PURPOSES ONLY.
OCCUPANCY CANNOT OCCUR UNTIL A CONDITIONAL
CERTIFICATE OF COMPLIANCE (FOR PARTIAL OCCUPANCY)
IS ISSUED BY THE CITY-COUNTY INSPECTIONS DEPARTMENT.**